


TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p>EXA/DDA _____ </p> <p>DDA/Registry</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

Central Intelligence Agency

DD/A Registry
86-2129X

Washington, D.C. 20505

15 DEC 1986

MEMORANDUM FOR: Donald C. J. Gray, Commissioner
Policy and Agency Liaison
General Services Administration
Federal Supply Service

SUBJECT: Customer Services Forums Representative

REFERENCE: Letter from Donald C. J. Gray, GSA to William
F. Donnelly, DDA/CIA, dtd 24 Oct 86

Pursuant to the referenced letter, [] and
[] are nominated as this Agency's representatives
to participate in the Customer Services Forums sponsored by the
General Services Administration. Please contact [] and
[] to coordinate information pertaining to
the forums.

STAT

STAT

STAT

STAT

STAT

John M. Ray
Director of Logistics



ROUTING AND TRANSMITTAL SLIP

Date 28 OCT 1986

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials Date

1. DIRECTOR OF LOGISTICS

[Signature] 29/10

2. EO

[Signature] 12/29

3. DDL

4. C/SD

[Signature]

5. C/IDSB ACTION

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR ACTION AS APPROPRIATE.

REPRESENTATIVE?

Joe: What about C/IDSB
going; pls have someone prepare
reply for my sis.

DO NOT use this form as a RECORD of
clearances, and simi.

FROM: (Name, org. symbol, Agency/Post)

No.—Bldg.

EXA/DDA

Phone No.

5041-102

*USGPO: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT



General Services Administration
Federal Supply Service
Washington, DC 20406

86-18131

Dear Mr. Donnelly:

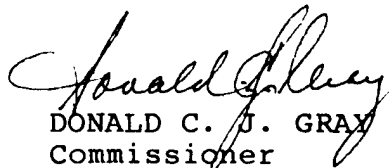
During the past few years we have held Customer Services Forums approximately every other month. The Forums, an outgrowth of the Partnership in Administration Conferences, are designed to address topics and issues which have been picked by customer agencies.

Heretofore, the Federal Administrative Managers Association (FAMA) and Small Agency Group (SAG) have acted as a clearinghouse for these meetings, providing both agenda items and agency representatives. However, we are now expanding the scope of these Forums to include all of our Federal Partners due to the impact and importance of our programs, policies and, indeed, future directions to your operations. We have enclosed a brief outline of the Forums' goals and structure.

You can be of help by nominating your senior management/administration official(s) you wish to represent your agency (and/or subordinate agencies) at these meetings. Your nominee should be the most knowledgeable policy official interfacing with the multiple Federal Supply Service programs (e.g., supply, procurement, travel, transportation, personal property, fleet management).

If you or your staff would like to discuss this effort, please contact William B. Foote, Assistant Commissioner for Policy and Agency Liaison on (FTS) 557-7970.

Sincerely,


DONALD C. J. GRAY
Commissioner

Mr. William F. Donnelly
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Enclosure

Customer Service Forum

Purpose: -- To facilitate the mutual Partnership
 in Administration Roles between
 GSA's Federal Supply Service (FSS)
 and customer agencies

 -- To encourage meaningful dialogue
 between officials from FSS and
 customer agencies

Meetings: As necessary--perhaps four per year

Attendees: FSS:
 Assistant Commissioners and
 Program Directors
 Customer agencies:
 Deputy Assistant Secretaries
 Program Directors

Standing Agents: Blue Ribbon Advisory User Panels
 --Communications
 --Procurement
 --Supply
 --Travel
 --Transportation
 --Personal Property

Operations: Discussion topics will be solicited from
 all Federal agencies. Appropriate FSS
 Assistant Commissioners will give a brief
 program status report. The appropriate
 Blue Ribbon Advisory Panel(s) will discuss
 the topic from the Agency's perspective,
 and open the floor to agency
 representatives' questions/comments to be
 addressed by the FSS Assistant
 Commissioner(s) and Panel. Minutes will
 be provided.